

**SERVE DC**  
**\*\*\*\*\*GRANT REVIEW OPPORTUNITY\*\*\*\*\***  
**We are Seeking Grant Reviewers**  
**for the 2004-2005 AmeriCorps State Formula Funding Competition**

Serve DC is seeking individuals to review grant proposals for the 2004-2005 AmeriCorps State Formula funding competition. This is an excellent opportunity to network with colleagues in the national service world, learn more about the grant-making process, develop your own grant-writing skills, learn about exciting things happening in national service programs, and contribute your knowledge and experience to our efforts to select high-quality programs for funding.

**What does a grant reviewer do?** Serve DC is recruiting panels of experienced professionals from the national service world and other disciplines to help evaluate the applications we receive for funding in the 2004-2005 program year. Reviewers read, score and evaluate proposals, discuss their findings with a small group of fellow reviewers and a facilitator, and, as a panel, come to consensus to rank the proposals according to quality.

**What qualifications should reviewers have?** We are looking for a diverse group of reviewers--male and female of all ages, races and ethnicities--that have experience in the management of high quality national service or community based programs. For example, they may be community service practitioners, educators, students, youth participants, national service alumni, people working in foundations, or people working on youth policy issues.

We hope to recruit some reviewers with prior experience working with AmeriCorps programs. However, we are generally seeking people with a variety of experience who can review national service grant applications and determine quality.

Reviewers must be comfortable reading a large volume of material in a short period of time and providing analysis in a small group.

**Can AmeriCorps members serve as reviewers?** Alumni of the AmeriCorps programs are strongly encouraged to apply to serve as reviewers. You must have completed service before being selected as a reviewer. We are looking for AmeriCorps members who have completed service by July 31, 2004.

**Can people who work for a Corporation for National Service-funded program serve as a reviewer?** People cannot serve as a reviewer for the AmeriCorps programs if they work for an organization that is being considered for funding in this competition. However, people who work for organizations affiliated with other Learn and Serve, AmeriCorps or national service programs may serve as reviewers. For instance, an individual who works for an organization that hosts a VISTA volunteer may review AmeriCorps applications.

**What is the time commitment?** Reviewers must be available on Wednesday, July 28, 2004 from 10:00 AM to 2:00 PM and Friday, August 6, 2004 from 9:00 AM to 5:00 PM. The review will be conducted at a local DC site- exact location TBD. Reviewers will participate in a four hour training on the first day and spend the second day dedicated to grant review and analysis.

**What are the benefits to reviewers?** This is a volunteer opportunity. The grant review experience is an excellent opportunity to meet and network with colleagues, find out about exciting programming and trends in national service-learning and youth-serving programs, to develop a deeper understanding of the grant-writing and grant-making processes, and to contribute your experience to the selection of high-quality programs.

**How does one apply to become a reviewer?** To apply, please send your resume to: Cliffie Bailey, Staff Assistant, Serve DC, 441 4th Street, Suite 1040S, Washington, DC 20001. Email to [cliffie.bailey@dc.gov](mailto:cliffie.bailey@dc.gov) or call 202-727-7925. Please share this announcement with others who are qualified to serve as a reviewer.

*Draft 2/20/01*

**Is there a deadline to apply?** We will begin reviewing resumes and contacting potential reviewers as the resumes arrive, so the earlier one applies, the more likely they are to be contacted and selected. Please submit resumes as soon as possible, but no later than July 23, 2004, for consideration.

**What are the next steps after submitting a resume?** Serve DC will review resumes and begin contacting qualified applicants. We will check for conflicts of interest and confirm scheduling at that time.

*Thank you for your interest in serving as a reviewer and for sharing this announcement with others who may be interested. This is a very important part of our review process and our efforts to recommend high quality programs for funding.*